

CONFIDENTIAL

AUG 9 1954

MEMORANDUM FOR: Chief, Management Staff

25X1A SUBJECT: Transfer of Position, Contact Division, Office of Operations.

25X1A6a 1. Attached as Tab A is a request from the Deputy Assistant Director for Operations dated 26 July 1954, bearing the concurrence of the Assistant to the DD/I (Admin), for the transfer of one position between [REDACTED] of the Contact Division, OO. Specifically, it is requested that the T/O of the [REDACTED] Office be increased by one GS-5 Secretary (Stenography) position; and that this increase be accomplished by the transfer and reclassification of Position No. K 231, Telegraphic-Typewriter Operator, GS 4, from the T/O of the [REDACTED] Office.

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25X1A6a 2. This request is based in the need for the [REDACTED] Office to provide secretarial assistance to the [REDACTED] who has no secretary.

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3. Approval of this request would entail no increase in the budget or personnel ceiling of the Contact Division. No significant functional changes are involved.

4. The concurrence of the Deputy Assistant Director for Personnel is attached as Tab B.

25X1A6a 5. It is recommended that you approve the deletion of Position K 231, Telegraphic-Typewriter Operator, GS 4, from the T/O of the [REDACTED] Office, and the addition of one GS 5 Secretary (Stenography) position to the T/O of the [REDACTED] Office, Contact Division, OO.

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[REDACTED]

25X1A9a

Asst. Management Officer, DD/I Area

ATTACHMENTS:

Tab A - Proposal
Tab B - Concurrence of DAD/P

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APPROVED:

Date:

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Chief, Management Staff

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